

# School of Planning and Architecture, Bhopal



## Stores & Purchase Manual

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## INDEX

1.	Definitions	1
2.	Classification of Stores	2
3.	Category of Registration of Firms	3
4.	General Procedures and Rules for Purchase	4
5.	Purchase of Goods without quotations	4
6.	Purchase of Goods with quotations	5
7.	Purchase of Goods by purchase committee	6
8.	Purchase of Goods by Limited Tender Enquiry	6
9.	Purchase of Goods by Open Tender Enquiry	7
10.	Payment Terms	10
11.	Rate Contract	11
12.	Repeat Order	12
13.	Purchase under Buy Back System	12
14.	Two bid system	12
15.	Foreign Purchase	13
16.	Annual Maintenance Contract	14
17.	Write off, Condemnation and Disposal	15
18.	List of Forms	21-38

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# Stores and Purchase Manual

**1.0** School of Planning and Architecture, Bhopal is established by Government of India as an Institute of National importance in the year 2008. This school is committed to produce best Architects and Planners of the Nation to take up the challenges of physical and socio-environmental development of global standards. This will be developed as 'University of imagination', where a sense of enquiry will prevail amongst all stake holders- students, researchers, professors and society at large. School of Planning and Architecture will strive for social sustenance through universal design, cultural sustenance through conservation and environmental sustenance through the discipline of Architecture, Planning and Design.

## 2.0 Definitions

**Department** : Department shall imply Department/Inter Disciplinary Programme/Center/Central Facility/Section or any entity in the institute which has a separate allocated budget.

**Project** : The project shall mean any sponsored research, consultancy project or any other activity which has a valid project sanction of the competent authority of the institute.

**Project Investigator** : Regular employee of the institute who has been designated as such by the competent authority.

**Purchaser** : Individual who raise an indent for the purchase shall be referred to as a Purchaser.

**Seller/Vender** : The seller / vender refers to the company/ dealer/agent/individual firm from whom the institute may buy goods or services.

**Approved format** : The approved format means the format referred to in this document at different places and also all such formats may be approved by the Director from time to time.

**Temporary Contingent Advances** : An advance which can be taken to meet contingent expenses on Non Consumable Stores (NCS) / Consumable Stores (CS) / Miscellaneous items etc.

**3.0 Classification of Stores** : All stores to be procured shall be classified into 2 categories viz. Non Consumable Stores (NCS), Consumable Stores (CS).

**3.1 Non Consumable Stores (NCS)** : Non Consumable Stores are the stores which are intended to be used over the prolonged period before becoming unusable or obsolete and the store having a significant disposal value. The stores which are sub-systems or parts of an equipment potentially repaired and reused and stores which are fabricated equipments or assembled equipment bought as a single item will be classified as NCS.

All NCS will be entered into the Asset register of the institute and the NCS stock register of appropriate department.

For example, these stores are Plant & Machinery, instruments, motors, assembled instruments, fabricated equipments, books etc.

3.2 **Consumable Stores (CS)** : Stores satisfying any one of the following conditions shall be classified as Consumable Stores (CS) :

- (i) Stores which exhaust with the lapse of time.
- (ii) Stores which do not have significant disposal value
- (iii) Spares of equipment which do not fall either in the NCS.

For example sanitary items , medicines, stationary item, and cartridges, CDs, CD Roms, magnetic tapes, chips and electronic components like resistors, capacitors, connectors. Electrical components like wire, switches, plugs, bulbs, tool bits and hand tool pen drive , hard disk.

CS shall be entered in the CS stock register of the appropriate department. For the projects this shall be entered in the CS stock register of the project.

#### 4.0 **Category of Registration of Firms**

4.1 With a view to establishing reliable sources for procurement of goods, Central Purchase Organisation i.e. DGS&D 's registered suppliers shall also be considered registered suppliers. Registration of firms shall be done in the respective categories for inviting quotations for purchase of materials / services / equipments/ instruments etc. by verification of their credentials including manufacturing capacity, quality control facilities, past performance, after sales services, financial background etc. The firms obtaining the registration should have valid registration No. of CST/VAT, Service Tax, TIN and PAN etc. The registration of firms will be for a period upto 3 years depending on the nature of the supplies to be made by them, if required it can be further extended considering their performance. Alternatively ,Institute can also procure such items if conveniently available from National Consumers Cooperative Federation of India (NCCF)/Kendriya Bhandar (KB).

4.2 The registered firms shall be liable to be removed from the list of approved firms, if they failed to abide by the terms and conditions or failed to supply the goods on time or supply sub-standard items / goods or make any false declaration to the institute or for any other ground which in the opinion of the institute is considered to be against the public interest.

4.3 **Blacklisting of Firms** : Blacklisting of firm(s) can be done on the recommendation of Head of the Section/Department. Officer Incharge of Stores & Purchase Section shall process such cases and the cases shall be examined by a committee constituted by the Director. On the recommendations of Committee final action will be taken after approval of the Director. The information of such firms shall be widely circulated by the Officer Incharge of Stores & Purchase Section to all concerned.

**5.0 General Procedures and Rules for Purchases :** All the purchases should be made in a transparent, competitive and fair manner to secure best value. This will enable the bidders to formulate and send their competitive bids with confidence.

The procedure will generally apply to all purchases of the institute except Library Books.

5.1 All purchases shall be initiated with the approval of Competent Authority . An indent for the item will be raised with detailed specifications of the items required and the estimated value for the approval of Director (Form No. SPA(B)/S&P 01).

**5.2 Purchase of Goods without Quotations**

All purchases upto Rs. 15,000/- can be made directly by purchaser, if not available in stores, from the market including telephonic enquiry (after confirming that the price is reasonable) or through the Stores and Purchase section. Such purchase shall be done by following procedure:-

- a. Directly by the purchaser through an advance drawn for the purpose. This advance shall be subsequently adjusted by using the contingent advance adjustment form (Form No. SPA(B)/ S&P 03) supported by Cash Memo/ Bill/ Receipt and proof of entry in the appropriate stock register. Intimation must be sent to Stores and Purchase section in case of NCS items for entry in Asset register.
- b. The purchaser making purchase directly from the seller and payment being made by the Accounting unit for project purchase/ non project purchase against the proper invoice/bill, proof of delivery, acceptance of the item by the purchaser (Form No. SPA(B)/S&P 04) and entry in the appropriate stock register and asset register wherever relevant.
- c. Through the Stores and Purchase Section for which the quotations duly signed together with the purchase proposal approved by the competent Authority shall be sent to Stores and Purchase Section for placing the order and further processing.

The competent authority purchased the item shall give the certificate :-

*“I am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable price.*

**Signature**

**5.3 Purchase of Goods with quotations**

Purchase upto a value of above Rs. 15,000/ to Rs.1,00,000/- can be made by inviting quotations from minimum of 3 firms by a Standing Purchase Committee. The notice inviting quotations will be displayed on Institute Notice Board & Quotations will also be invited as per the procedure at para 5.9.2. Standing purchase Committee should include

standing members as at para 5.5. Standing purchase committee will open quotations and forward its recommendations for selected party with the approval of competent authority for placing purchase order.

#### 5.4 **Purchase of goods by Local Purchase Committee**

In case of urgency purchase above Rs.15,000/- and upto Rs. 1,00,000/- shall be done through a Local Purchase Committee consisting of at least 4 members approved by the competent authority. If required, a standing committee can be approved for a period of one year to make such purchases. The Committee will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate suppliers. Based on the recommendations of the Local Purchase Committee P.O. will be released by Stores & Purchase Section.

5.4(a) The members of the Local Purchase Committee will jointly record the following certificate:

*“Certified that we.....members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of requisite specification and quality price on the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.*

#### **Signature of Members**

5.5 For purchase of goods above Rs.1,00,000/- the Standing Purchase Committee should include one representative of Stores and Purchase/ Accounts to ensure the adoption of the correct procedure. Quotations will be invited as per the prescribed procedure.

5.6 Irrespective of the amount, for purchase which are directly initiated by the Stores and Purchase Section, Director shall constitute a committee for a period of two year consisting of at least 4 members including Stores and Purchase Officer / Finance. This procedure is to be followed when bulk purchase of stores is involved and the requirement is by multiple departments. Director will make one of the members as Chairman.

Indenter will be co-opted in all SPC's with full voting rights. SPC will be authorized to Co-opt any other members to assist in their function but role of such Co-opt member will only be advisory in nature.

5.6.I Quorum for Standing Purchase Committee: The Minimum Quorum required for holding Standing Purchase Committee will be 60% of the total strength.

5.6.II Periodicity of Meetings: The Standing Purchase Committee shall meet as often as required to be decided by respective Chairman.

5.7 The purchase shall be made only from those reputed sellers with valid Sales Tax Registration / CST Registration, MPVAT Registration, Shop Act Registration, PAN

(Income Tax) and wherever relevant Excise Registration. The seller must be manufacturer of the item or authorized dealer of the manufacturer of the item.

- 5.8 The purchase not covered by para 5.2 & 5.3 above; quotation shall be invited by the Stores and Purchase Section following the prescribed procedure or through limited tender. However as a special case, purchaser can call quotations following the prescribed procedure supported by full justification for inviting the quotations.
- 5.9 The indenter will send approved indent with detailed specifications for inviting quotations to Store and Purchase Section. The Stores and Purchase Section will invite the quotations, prepare a comparative statement and will send to the concerned indenter for making his/her recommendations for the purchase. The purchase enquiry will be sent to at least 4 firms (except where the source available is less than 4 firms), however, effort should be made to send the enquiry to more vendors as may be possible for getting competitive offers.
- 5.9.1 For goods of estimated value Rs.25,00,000/- and above the procurement will be by open tender by advertisement. The advertised tender enquiry should be on the website of the institute as well as notice inviting tender displayed on the notice board and also NIT will be published in widely circulated at least 03 National News paper. The institute should also post the bidding documents in its website and permit prospective bidders to make use of the document download from the website. If such downloaded bidding document is priced, there should be clear instructions for the bidder to pay the amount by demand draft etc. alongwith bid.

However, the purchase through limited tender enquiry may be adopted even where the estimated value of the procurement is more than Rs.25,00,000/- in the following circumstances:-

- I. The demand is urgent and the dispensing of Public Tender is justified.
- II. It will not be in public interest to procure the goods through advertised enquiry.
- III. The sources of supply are definitely known and possibility of fresh source(s) beyond those being taped is remote.
- IV. Sufficient time has been allowed for submission of bids in limited Tender Enquiry.

Any article/ items of office consumption upto Rs. 1.00 lacs on each occasion can directly be Purchased only from Kendriya Bhandar / NCCF/ without calling for quotations on discretion of the institute. The rate reasonability, justification of the purchase should be properly recorded in the file/report and certified by the Local Purchase Committee.

- 5.9.2 Quotations should be floated by registered post, courier, fax, speed post, e-mail. **Every quotation must be received in a sealed cover.** The enquiry sent to the firms should have all details especially on the following points :
- I. The text of bidding documents should be self contained and comprehensive without any ambiguity of essential information, which a bidder needs for sending responsive

bid should be clearly mentioned in the bidding document in a simple language. The bidding document should contain inter alia :

- i. The criteria for eligibility and qualification to be made by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and finance position etc.
  - ii. Eligibility criteria for goods indicating any legal rectification or conditions about origin of goods etc., which may required to be made by the successive bidder.
  - iii. The procedure as well as date, time and place for sending the quotation.
  - iv. Date, time and place of opening of quotation.
  - v. Terms of delivery
  - vi. Specific terms effecting performance, if any.
- II. The bidders should be given reasonable time to send their quotations.
- III. The specifications of the required goods should be clearly stated, so that the prospective bidders can send meaningful quotations.
- IV. The bidders should not be permitted to alter or modify their quotations after expiry of the deadline for received quotations.
- V. Negotiations with bidders after quotation opening must be discouraged. However, in exceptional circumstances where price negotiation become essential it should be resorted to only with the lowest evaluated technically suitable bidder only.
- VI. The purchase order should be ordinarily be placed to the lowest evaluated bidder whose quotation has been found to be responsive and technically suitable and qualified to ensure the supply as per the terms and conditions incorporated in the bidding documents.
- VII. In the rate contract system where number of firms are brought on rate contract for the same item, negotiations as well counter offer of rates are permitted with the bidder in view.
- VIII. Quotations must be opened in presence of Standing Purchase Committee Members and representative of firms, if any and it will be serially numbered and signed by all members of the committee. Signatures are necessary on the covering envelope (if not received through fax), Financial part of the bid and the part which contains terms and conditions of quotations received.
- IX. The Standing Purchase Committee will prepare a report of opened quotations which will include:
- a. Comparative statement of all sellers indicating all taxes, freight, forwarding etc. which will give the total cost of the purchase.
  - b. The seller from whom the purchase is recommended
  - c. In the event purchase is recommended other than lowest quotation, the reason shall be specifically stated.
  - d. Any other relevant information.



- X. The report complete in all respects along with all the documents shall be sent to the Stores and Purchase Section for taking further action.
- XI. The purchase of items of proprietary nature (i.e. items which do not have substitute or which are spare parts of existing equipment for which substitute/ replacement are not available) can be done on the basis of single quotation irrespective of the value of the item. In such cases the purchaser must furnish proprietary certificate (Form No.SPA(B)/ S&P 07) counter signed by the Director. At the same time the supplier must furnish proprietary certificate that they are the only source of supply / manufacturer.

### **Payment Terms**

- XII. Normally, the payment terms for indigenous purchase shall be within 30 days after supply and acceptance of the material. However, the payment terms of 90% on delivery of the items and balance 10% after satisfactory installation/ acceptance can be agreed. The payment terms may be accepted against the delivery and inspection of the items also in exceptional cases.
- XIII. Any advance payment to seller/ vendor will be as per General Financial Rules -2005 of Government of India.
- XIV. Penalty clause will be applicable as per directive which is 1% of order value per week subject to the maximum of 10% of order value.
- XV. All purchase except purchase as in para 5.2 above shall be made through purchase order placed on the seller by the Stores and Purchase Officer of the institute who shall be responsible for receipt of goods and subsequent delivery to the purchaser along with the copies of inspection report. The purchaser shall return the inspection report within 10 days after recording his comments.
- XVI. The Stores and Purchase officer shall be responsible for clearance of all consignments at railway station, sea ports, airport go-downs etc. and safe transportation and storage. The insurance of items shall be done before dispatch by seller or Stores as per the terms of order. Normally delivery of items purchased shall be done at Stores and Purchase Section. In exceptional cases the seller may deliver the items directly to the purchaser. In such case the purchaser shall be responsible to inform the Stores and Purchase Officer about such delivery.
- XVII. In the event of any shortage/damage/wrong supply prompt action will be initiated by Stores and Purchase Section for remedy.

### **Rate Contract**

5.10 Based on requirement identified by the Stores and Purchase Section the institute may enter into rate contract arrangement with one or more seller for specified period. The details of such arrangement shall be negotiated by Standing Purchase Committee. **Director General Supplies and Disposals, New Delhi**, conclude the rate contracts of various items

of Standard types which are identified as common user items and needed on recurring basis by various Central Government offices/ Departments.

Any item of any value can be purchased on the basis of DGS& D rate contracts directly from the manufacturers/ their authorised dealers/ agents. DGS&D Rate contract will not be a binding as long as other purchase process is followed.

In case of items for which Director General of Supplies & Disposals (DGS&D) Rate Contract exist; the SPO will procure these items by placing direct orders on the firms as per recommendations of the indenter.

### **Repeat Order**

5.11 In exceptional circumstances where the requirement of the purchaser are the same as to the specifications and quantity etc. of the already issued P.O., with the prior permission of the CFA, purchase can be processed on repeat order basis subject to the following conditions:

- Proper purchase procedure (Invitation of quotations by limited/Advertised tender enquiry) has been followed for the original order.
- There cannot be more than two repeat orders.
- The repeat order can be made without any change in the rates, specifications, quantity as well as terms & conditions of supply in each case. The quantities of the repeat orders can be lesser but in no case it can exceed the original order.
- The repeat order can be placed within 180 days from the date of the issue of original order only after ensuring from the vendor that there is no reduction in the price of the item(s) and the vendor is ready to supply the material without any increase in the rates.
- No repeat order will be placed if buy-back is involved in the purchase.

### **Purchase under Buy Back System**

5.12 When it is decided with the approval of the competent authority to replace the existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose a suitable clause is to be incorporated in the tender documents so that the prospective and interested bidders offer their quotations accordingly.

Depending on the value and conditions of the old item to be traded the items as well as mode of handing over of old item to successful bidder should be decided and relevant details in this regard suitably incorporated in the tender documents. Suitable provisions should also be made in the tender documents to enable the purchaser either to trade or not to trade the item while purchasing the new one.

### **Two bid system**

- 5.14 For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, tender enquiry document, complete in all respects, may be issued as usual. However, the tenderers should be asked to bifurcate their quotation in two parts. The first part is to contain the relevant technical specifications and allied commercial details as required in terms of the tender enquiry documents and the second part should contain the price quotation. The first part is commonly known as “Technical Bid” and the second part “Financial Bid”.

The technical bid and the financial bid should be sealed by the tenderer in separate covers. The technical bids are to be opened in the first instance, at the prescribed time and date and the same will be scrutinized and evaluated by the competent committee/ authority with reference to the parameters stipulated in the tender documents and the offer received from the tenderers. Thereafter, in the second stage, the financial bids of the technically acceptable offers only are to be opened for further scrutiny, evaluations, ranking and placement of Purchase Order.

Selection of vendor/L-1 bidder for the Procurement of services/any purchase above.  
Rs.5,00,000/- selection of L-1 bidders through Tender committee report.

### **Annual Maintenance Contract**

- 6.0 Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only there after.

The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer’s authorized supplier, in respect of various equipment in the department, may be entered into by the competent authority for maximum of 10% of the equipment cost or Rs.1,00,000/- whichever is less. In all other cases, quotations will be invited and normal purchase rules shall be adhered to.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract;

- AMC should be from a prospective date. In order to ensure this, the competent authority shall be required to initiate action for renewal of AMC at least 90 days before the expiry of previous AMC.
- In case of renewal, the service report / log book (of Photocopier) should be sent along with the proposal.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.

- Advance should be paid as per General Financial Rules-2005 of Government of India, if the amount is more than Rs. 1,00,000/-

### **6.1 Negotiation with L-1:**

There should be no post tender negotiations with L-1 Bidder /Vendor , except in certain exceptional situations. Such situations shall include purchase of propriety items, items with limited sources of supply and items where suspicion of cartel formation. Proper justification should be duly recorded and documented .

### **6.2 Follow up of orders**

Once order has been placed, it is the duty of the SPS and the Purchaser to ensure that the vendors supply the material in time. SPS/ Purchaser shall continuously be in touch with the vendor and in the event the material is not received in time; the vendor shall immediately be contacted to ensure that the material is received as quickly as possible.

SPS shall also keep a list of vendors who are habitual defaulters and who supply sub-standard material and a prompt action should be taken to blacklist such vendors.

### **7.0 Write off, Condemnation and Disposal**

7.1 An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the Institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment be disposed of in the best interest of the Institute as per the following guidelines with prior approval of the Director.

- a) Wherever possible, the stores/equipment is traded under buy back scheme, so as to reduce the cost impact on the new stores / equipment.
- b) If the above option is not available, the property and equipment be sold out rightly with due procedures.
- c) Obsolete, unusable materials beyond economic repair be disposed off as per procedure.

### **7.2 Financial Powers**

The following table gives the financial limits for writing off of the unserviceable items/ materials with an individual value;

<b>S.No.</b>	<b>Competent Authority</b>	<b>Write off material items for disposal with a depreciated value of</b>
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<b>1</b>	Director	Below Rs.5,00,000/-
<b>2</b>	Board of Governors	Above Rs.5,00,000/-

### 7.3 General Procedure for writing off the unserviceable Materials / Items

- 7.3.1 The items to be declared the obsolete/ surplus / unserviceable should be examined by a committee at appropriate level to be appointed by the Director to declare an item of stores as obsolete, surplus or unserviceable and order their disposal. The committee should take into account the prescribed or stipulated life period of the stores. In case, such period is not prescribed / stipulated or it is not over, the committee should examine the conditions of stores and record suitable reasons. If an item has become obsolete/ surplus/ unserviceable on account of negligence, fraud or mischief on the part of employee, the same should be brought out clearly.
- 7.3.2 Where the “life period” has been prescribed on any item and the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.
- 7.3.3 In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.
- 7.3.4 An item may be declared obsolete / surplus if it is no longer required by the Departments. Reasons for the same should be recorded.
- 7.3.5 In case of loss due to negligence fraud or mischief on the part of any employee responsibility should be fixed and losses made good.
- 7.3.6 Authority competent to purchase a stores shall be competent to declare the store as obsolete / surplus/ unserviceable.
- 7.3.7 The condemnation Committee shall submit its recommendations in the prescribed form (i.e. FORM GFR- 17) obtainable from the Store Purchase Section. Separate GFR – 17 form should be filled for Accounts. / equipments as well as for the value below Rs.1,00,000/- and above Rs.1,00,000/- respectively.
- 7.3.8 After approval of the Director on the recommendation of condemnation Committee, Head of the Department/ Section shall forward a copy of the Director’s approval to the convener of the Auction Committee/Tender committee with copy of Store Purchase Section.
- 7.3.9 Actual physical disposal of items which have been written-off will be done only after the Director has approved the recommendations of the write-off / condemnation committee.
- 7.3.10 Label the items/ materials for write off.

## 8. Tender Fee, Earnest Money Deposit and Performance Bank Guarantee

### 8.0.1 Tender Fee (applicable in case of Press Tender only)

For purchases with estimated value >Rs.25.00 lakh but < Rs. 50.00 lakh	Rs.500/-
For purchases with estimated value >Rs.50.00 lakh but < Rs. 100.00 lakh	Rs.1000/-
For purchases with estimated value >Rs.100.00 lakh and above	Rs.2000/-

### 8.0.2 Earnest Money Deposit (EMD)

For purchases with estimated value upto Rs.5.00 lakh	2 to 5% of the estimated cost
purchases with estimated value >Rs.5.00 lakh	2 to 5% of the estimated cost

Shape of EMD: EMD should be submitted in form of DD, TDR or BG.

### 8.0.3 Performance Bank Guarantee (PBG) to be submitted by the successful bidder(s)

For purchase of equipment upto Rs.10.00 lakh	5 % of the orderd value
For Purchase of more than Rs.10.00 lakh	10% of the ordered value

### 8.04 Liquidated Damages (Late Delivery)

There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages should be without prejudice to the other remedies to the purchaser under the terms of the contract.

A penalty clause for a penalty of 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 10% of the ordered value is to be incorporated in the contract terms. If the payment term is 100% against delivery and if there is delay in supplying the material then a cheque of penalty amount must be taken from the seller in favour of the Director, SPA, Bhopal.

However, Director can extend the delivery period if he is satisfied that the reasons for delay in supply of material intimated by the supplier are genuine/ justified.

### 8.05 Duties & Taxes

Any concession on taxes and levies such as excise duty, custom duty and sales tax granted by the state/central Government in procurement of any item must be availed. The SPO shall obtain all such information and apprise all concerned about the applicability of tax/levy rates and charges brought about, if any, from time to time. The SPO shall issue the required declaration/certificate to this effect for all purchases on demand and account for all such issues and furnish the required report to the Government Agencies, as and when required.

Presently the applicable concessional custom duty for educational Institute is 5.15% which is payable for imported items. In case the order is on Ex-works or FOB basis, the Institute may be required to pay freight / insurance charges as per prevailing rate. As per the prevailing taxation policy of the Government, VAT/CST shall be payable for all indigenous items. The service tax shall be applicable for service and for Annual Maintenance Contract (AMC). The institute is partially exempted from paying custom/excise duty for all import and indigenous items, for which an custom / excise duty exemption certificate shall have to be provided by the institute. Whenever any item is purchased through high sea sale agreement, the concessional custom duty certificate will be issued to the supplier and the amount of custom duty paid by the supplier will be reimbursed by the Institute.

### **Physical Verification**

All HODs/PI's shall constitute a Physical Stock Verification committee of not less than three members. SPO shall issue notice for Physical verification of NCS and LTAS. This committee shall physically verify all the NCS stores and recommend for writing-off of NCS items which are not useable and which have become obsolete. For NCS, the committee shall record the reasons for recommending for writing-off. HODs/PI shall forward the report to the Director for approval. This report subsequently shall be sent to SPS for necessary action. SPS shall forward the list to the Accounts Section for necessary entries in the Account Books.

### **9. Procedure for Auction/ Tendering**

- 9.1 After approval of the Director on the recommendations of Condemnation Committee, Head of the Department/ Section shall forward a copy of the Director's approval to the Auction Committee.
- 9.2 The concerned department/ section/ center, shall make arrangement to remove the condemned articles/ materials from the Department / Section concerned to the place earmarked for their temporary storage, within a week from the date of receipt of the copy of the condemnation report. Items to be disposed of shall be under the custody of Auction Committee until their disposal.
- 9.3 The unserviceable materials shall be disposed of periodically through open/ sealed tendering.
- 9.4 The Auction Committee shall decide the mode of auction. As far as possible, the disposal would be through Institute tender notice/ press tender notice where interested parties would be issued tender forms to quote the rat under sealed cover.
- 9.5 The tenders in a sealed cover superscribed "Tenders for unserviceable materials", should be submitted and will be opened in the presence of Committee members and tenderer who may wish to be present.
- 9.6 The tenders shall be accompanied with earnest money deposit for items / stores, by way of demand draft drawn in favour of the Director, SPA, Bhopal.

- 9.7 Tender received without Earnest Money Deposit would be straight away get rejected, or shall not be entertained.
- 9.8 The tender forms along with the terms and conditions may be obtained from the office of the Central Stores on payment as stipulated in NIT.
- 9.9 The party whose tender is accepted will be required to deposit the balance amount ( after adjustment of earnest money deposit) within a period of five days of the receipt of the order / notification. If the amount is not deposited within the aforesaid period, the acceptance of offer shall stand cancelled and the earnest money shall be forfeited.
- 9.10 After depositing the balance amount the party should lift the goods within a period of seven days. If the goods are not removed within the said period, the tenderer shall have no right or claim to the goods and whatever money have been deposited shall be deemed to have been forfeited. The institute shall be free to dispose of the goods in any manner as it may deem fit.
- 9.11 The sale account of auction shall be prepared (in triplicate) in the prescribed form (GFR-18) and shall be submitted to the Director duly signed by the Chairman/ Members Secretary of Auction Committee.
- 9.12 The institute shall reserve the right to reject all or any tender without assigning any reason. The decision of the Director in this behalf on all other matters relating to the disposal shall be final and binding.
- 9.13 On receipt of the sale account the department/section/store purchase section will write off the auction items from the inventory/Asset Register.
- 9.14 The Members Secretary Auction Committee shall arrange for the handing over of unserviceable materials to the successful tenderer after the deposit of the auction money in the cast branch of the institute.
- 9.15 In case of any dispute, the jurisdiction of the matter should invariably remain with the courts situated at Bhopal (MP).
- 9.16 The tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays should not be considered. Incomplete and unsigned tenders should not be considered at all. Offers through fax/ email/ telegram will not be accepted.
- 9.17 Cases not covered by the Stores & Purchase manual will be decided by the Director in the interest of Institute.

#### **LIST OF RECORDS TO BE MAINTAINED BY STORES & PURCHASE SECTION**

1. Indigenous purchase orders in serial order in a prescribed format
2. Import purchase orders in serial order in a prescribed format
3. Asset Register
4. Record Register for items issued to individual officers.



## **THE DIVISION/PROJECT WILL MAINTAIN THE FOLLOWING RECORDS**

1. Register of indent
2. Non Consumable Stores Stock Register
3. Consumable Stock Register

### **Amendment in Stores and Purchase Manual**

In addition to the existing provision, the following additional clauses are added for carrying out the Store and Purchase function smoothly, duly addressing the specific requirements.

1. To pay suitable advance towards of import items based on the certification by the PI/Indenter/HOD and recommendation of the Stores & Purchase Officer subject to the approval of the Director, wherever essential.
2. When a purchase is to be made for an identical stores items and research equipment purchased by National Institutes/Central Universities/Central Research Organizations of repute like. a repeat order for that item may be placed after ensuring the following conditions:
  - a. That date of original purchase order shall be within 180 days.
  - b. The Indenter/Purchaser shall give a certificate that there is no reduction in market price of the item.
  - c. The original Purchase Order is placed against Open/Advertised Tender Enquiry.
  - d. The Technical Committee consisting of the Indenter, Stores & Purchase Officer, I/c Finance officer, of the Institute duly co-opting a technical expert from the Institute / Organization for which the item was originally supplied shall examine and compare the technical specifications of the intended item with the proposed repeat order and ensure conformity.
  - e. Vendor / Supplier is agreeable to supply the identical item to SPA Bhopal at the same price or a lower price in case of downward market fluctuations and on the same terms and conditions or on the fresh terms and conditions set by the Institute.

### **Interpretation of Rules:**

**Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of Teaching and Research work, Director shall be the competent authority for approval on behalf of the Board of Governors.**

## Stores and Purchase Forms

### List of Forms:

<b>Form Sr. Number</b>	<b>Particular</b>
S&P / 01	Indent Form (Indigenous / Imported)
S&P / 02	Certificate on purchase of goods without quotation (Upto Rs. 15000/-)
S&P / 04	Certificate of local purchase committee (Rs. 15,001/- to Rs. 1,00,000/-)
S&P / 05	End Use Certificate
S&P / 06	Non Manufacture in India Certificate
S&P / 07	Proprietary Certificate
S&P / 09	Recommendation and special approval for limited tender enquiry
S&P / 11	Certificate when Single Responsive Tender is recommended
S&P / 12	Certificate when single technically qualified tender is recommended
S&P / 13	Certificate for repeat order
S&P / 14	Receipt of material
S&P / 15	Installation report
S&P / 16	Special instructions for two part tender

S&P 01

## Indent Form

### 1 General Information :

1. Name of PI/Indenter & PF No.	
2. Department	
3. Institute Budget / Project:	
4. Purpose of Procurement / Requirement	
5. Type of material : (PI√)	a) Consumable b) Non Consumable c) LTAS
6. Order Type: (PI√)	a) Normal b) Repeat
<b>Reference of original order in case of Repeat Order</b>	
1. SPA Bhopal	Order No. Date Department
2. Other SPAs/IITs/CSIR/IISc/Central Universities	Name of organization: Order No. : Date: Value of Order:
This is to certify that	
1. There is no reduction in market price of the indented item/s.	
2. The specification of indented item is same as per original order.	

Note: Please enclose certified copy of the original purchase / supply order.

<b>8. Purchase Mode (PI√)</b>		
a) Direct (without quotation) b) Local / Departmental c) Limited Tender Enquiry d) Open Tender Enquiry e) Single tender enquiry / proprietary	Upto Rs. 15000/- Rs. 15001/- to Rs. 100,000,- Rs. 100001/- to Rs. 2500000/- Rs. 2500001/- and above Only in specific area	Reason for deviation

### 9. Bid type (PI√):

- a) Single Bid
- b) Two Bid

1. Techno Commercial Bid.
2. Price Bid

**II Description & Estimated Costs of Material / Equipment:**

Sl.No.	Specification of Items	No. of Units	Unit Price	Total amount Rs. / other currency pl specify
<b>Total Estimated Cost</b>				
<b>Total Estimated Cost in INR:</b> (Excluding Taxes, freight and insurance)			Rs.	

Note: Except in case of proprietary purchase from a single source, the specification must not contain any brand name or make of particular manufacturer.

**III Technical Committee Proposed:**

Sl.No.	Designation	Name

**IV Suggested Supplier/s**

(in case of single tender or limited tender enquiry):

Sl.No.	Name and address	Contact No.	E-mail

**Approved subject to availability of funds at the time of SR Generation**

Designation		Approved
<b>Indenter / PI</b>	<b>HoD/Dean/DoRD</b>	<b>Director</b>



S&P 02

**Certificate for Purchase of Goods without quotation  
(For Goods valued upto Rs. 15,000/-)**

**“I am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable price.”**

This is against purchase indent No. SPAB/ / /20\_\_\_\_\_20\_\_\_\_\_/\_\_\_\_\_, dated / /20\_\_\_\_\_ and Bill No. \_\_\_\_\_ dated \_\_\_\_\_.

Signature of the Head of the Department

Signature of the Indenter

Office seal with date

Office seal with date

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S&P 02

**Certificate for Purchase of Goods without quotation  
(For Goods valued upto Rs. 15,000/-)**

**“I am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable price.”**

This is against purchase indent No. SPAB/ / /20\_\_\_\_\_20\_\_\_\_\_/\_\_\_\_\_, dated / /20\_\_\_\_\_ and Bill No. \_\_\_\_\_ dated \_\_\_\_\_.

Signature of the Head of the Department

Signature of the Indenter

Office seal with date

Office seal with date

S&P/04

S&P / 04

**Certificate of Local Purchase Committee**

Certified that we members of purchase committee are jointly and individually satisfied that the good(s) recommended for purchase is/are of the requisite specification and quality, priced at the prevailing market rate and the supplier M/s \_\_\_\_\_

is reliable and competent to supply the goods in question.

Signature of Committee Members

- 1. Name ..... Signature.....
- 2. Name ..... Signature .....
- 3. Name ..... Signature .....

S&P/05

**End Use Certificate Form**

This is to certify that the indented material (name of the material) \_\_\_\_\_

Supplied by (name of the supplier) \_\_\_\_\_ will be used for the Institute Research / Lab./Educational purposes only at School of Planning & Architecture, Bhopal (India).

- Signature of the Indenter.....
- Name of the Indenter .....
- Designation: .....
- Office Seal: .....
- Date: .....

S&P / 05

**End Use Certificate Form**

This is to certify that the indented material (name of the material) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

supplied by (name of the supplier) \_\_\_\_\_

will be used for the Institute Research/Lab./Educational purposes only at School of planning & Architecture, Bhopal (INDIA).

Signature of the Indenter.....

Name of the Indenter .....

Designation:.....

Office Seal : .....

Date: .....



S&P / 06

**Non Manufacture in India Certificate (N.M.C.)**

To the best of my knowledge the required material \_\_\_\_\_

As per requisition no. \_\_\_\_\_ dated \_\_\_\_\_ is not manufactured in India and its equivalent substitute is also not available in India which can serve our purpose.

Further I have also referred following books which are available in Dean (R&D) Office and confirmed that the required items in the said indent are not manufactured in India.

1. Hand book of indigenous manufactures (Chemical and miscellaneous stores) published by India Investment Centre, New Delhi.
2. Hand book of indigenous manufacturers (Engineering stores) published by India Investment Centre, New Delhi.
3. Directory of Scientific Instrument Investments.
4. Components manufactured in India published by CSIO, Chandigarh.

Signature of the  
Head of the Department /Director

Signature of Indenter

Office Seal with date

Office Seal

S&P / 07

### Proprietary Certificate

I hereby certify to the best of my knowledge and belief that indented items/s- \_\_\_\_\_

is / are proprietary product of M/s \_\_\_\_\_

and M/s \_\_\_\_\_

is authorized and exclusive agent / distributor in India for products of M/s \_\_\_\_\_

The requirement of the department will not be met by any substitute stores due to the following reasons:

- 1.
- 2.

a) This is against purchase indent No. SPAB/ / /201 – 201 , dated / / 20

b) Quoted price of indented item/s \_\_\_\_\_ is also reasonable and commensurate with market price.

**Signature of the indenter**

Office seal

### Technical Committee

Signature			
Name & Designation			

Signature of the  
Head of the Department / Director

Office seal with date

S&P / 09

Date .....

Sub: Purchase of the item

\_\_\_\_\_  
\_\_\_\_\_

It is proposed to procure the above equipment / item for the \_\_\_\_\_ at an estimated cost of Rs. \_\_\_\_\_. As per the provisions of para 5.9.1 of SPA Stores and Purchase Manual, goods estimated value of Rs. 25.00 lakhs or more will be procured by open quotations by advertisement etc. However, purchase through 'limited enquiry' may be adopted even where the estimated value is more than Rs. 25.00 lakhs in special conditions.

The item / equipment proposed is a highly specialized item, as such it is proposed to dispensed with the open enquiry and invite the quotations by the mode Limited enquiries due to the following circumstances:

1. The demand is urgent and the dispensing of Public Enquiry is justified.
2. It will not be in public interest to procure the goods through advertised enquiry.
3. The sources of supply are definitely known and possibility of fresh source(s) beyond those being taped is remote.
4. Sufficient time has been allowed for submission of bids in limited quotations enquiry.

Director may kindly approve the dispensation of open quotations and inviting limited quotations for the purchase of subject item / equipment.

**Indenter**

**HOD/Dean/Co-ordinator**

**Director**

**S&P / 11**

**Certificate**

It has been certified that tender enquiry for required item/s \_\_\_\_\_  
were published on \_\_\_\_\_ / sent to \_\_\_\_\_  
firms / suppliers and in spite of all required measures have taken like firms / suppliers and in  
spite of all required measures have taken like standard tender enquiry conditions, wide publicity,  
sufficient time etc. only one responsive tender / quotations have received from M/s \_\_\_\_\_

It is recommended to place order to M/s \_\_\_\_\_  
due to the following reasons :

1. That quoted price is reasonable and commensurate with market price.
2. To best of my belief there is no possibility of lower rate offer if the tenders are reinvited.
3. Requirement is urgent for

Signature of the  
Head of the Department / Director

Signature of Indenter

Office Seal with date

Office Seal

S&P / 12

**Certificate**

It has been certified that tender enquiry for required item/s \_\_\_\_\_  
published on \_\_\_\_\_ / sent to \_\_\_\_\_  
Firms / suppliers vide enquiry no. SPAB/20 -20 / / dt. \_\_\_\_\_

In response of enquiry total \_\_\_\_\_ tender(s) / quotation(s) were received and  
after scrutiny and technical evaluation only one tender of M/s \_\_\_\_\_  
found qualified as per our requirement.

Keeping in view of our specific requirement It is recommended to place supply order on M/s  
\_\_\_\_\_ due to following reasons:

1. That quoted price is reasonable and commensurate with market price.
2. To best of my belief there is no possibility of lower rate offer if the tenders are reinvited.
3. Requirement is urgent for.
- 4.

Signature of the  
Head of the Department / Director

Signature of Indenter

Office Seal with date

Office Seal

S&P / 13

**Certificate for Repeat Order**

This is to certify that

1. There is not reduction in market price of the indented \_\_\_\_\_
2. The specifications of indented item / material is same as per original order no. SPAB / /  
/ 201 – 201 dated / / 20
3. This is against purchase indent No. SPAB / / / 201 – 201 dated / / 20

Signature of the  
Head of the Department / Director

Signature of Indenter

Office Seal with date

Office Seal

S&P / 14

Date :

### Receipt of Materials

1. All items delivered against Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ have been received in the lab and accepted.
2. The quantities of the ordered material is correct and in line with the required specifications.
3. There is no damage or deficiency in the material.
4. The items entered in the division / lab stock register at page no. \_\_\_\_\_, Sr. No. \_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Designation : \_\_\_\_\_  
Department: \_\_\_\_\_

S&P / 15

### Installation Report Cum Payment Recommendation

Name of Indenter :

Indent No. :

Item Description :

Purchase Order / Supply Order No. :

Vendor / Supplier Name:

Date of Delivery:

Date of Installation :

Stock Entry Pg. No. & Sr. No.:

Particular	Description		Remarks
Missing Parts / Components			
Transportation Damages			
Delay in Delivery / Installation	Date as per PO	Actual Delay in Days	Recommendation for Penalty

This is to certify that the material received as per the specification given in Purchase / Supply Order and Equipment(s) / Machinery as mentioned above is / are in the custody of Department and installed satisfactorily.

Recommended to release the payment (Balance/Full) to M/s \_\_\_\_\_

Signature of the  
Head of the Department / Director

Signature of Indenter

Office Seal with date

Office Seal



## **Special Instructions for Two Part Tenders**

### **1.1 MANNER AND METHOD FOR SUBMISSION OF TENDERS**

1.1.1 All tenders in response to this invitation shall be submitted in Two Parts as under in the separate sealed envelopes. On top of the envelopes containing respective part, it will be clearly indicated in bold letters:

- (i) Part I (Techno-Commercial)
- (ii) Part II (Price)

1.1.2 A. **PART-I (TECHNO-COMMERCIAL)** This part of the tender shall include / contain all technical details, technical specifications, drawings and also the commercial terms and conditions of contract for the supplies to be made and the services to be rendered **EXCLUDING ANY PRICE DETAILS THEREOF.**

B. **PART-II (PRICE)** This part should contain only the prices of the stores offered for supply and the charges for the services to be rendered.

1.1.3 Part-I (Techno-Commercial) should contain / include only technical specifications, technical details, literature, reference to earlier supplies to similar equipment without enclosing the purchase order copies, drawings, quantity, time required for submission and approval of drawings, manufacturing and delivery schedule, inspection / testing procedure itemized list of spares and quantity (without price) recommended by the tenderer for purchase term of price mode and terms of payment, mode of dispatch, the quantum / percentage of statutory levies payable by the Purchaser as extra and all related commercial terms and conditions for the supplies and for the services like erection and commissioning to be rendered by the tenderers. The tenderer shall take special care **NOT TO MIX UP** the price of the stores in this part of the tender.

1.1.4 Part-II (Price) shall include/contain only price, price break-up, freight/safe delivery charges, charges for training of the Purchaser's engineers wherever applicable, lumpsum charges for erection and commissioning work as is envisaged in the Purchaser's tender document, testing charges, third party inspection charges etc. This part of the tender i.e. Part-II (Price) shall be enclosed separately in the sealed envelope.

### **1.2 TECHNICAL CLARIFICATIONS**

1.2.1 After opening the Part-I (Techno-Commercial) of the tender, if it becomes necessary for the technical authorities/user department to seek clarification from the tenderers, the same will be sought for from the tenderers by the Technical authorities /user department, in such an event, the tenderer shall:

- (i) Furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time

fixed by the technical authorities in an ordinary envelope indicating the Purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenderers do not reach them on or before the due date and time fixed for its receipt, such tenders will be liable for rejection at the discretion of purchaser.

- (ii) Have an opinion to modify the price based on the technical clarifications or discussion the tenderers had with the user department. In case they wish to make any revision in the price, they should communicate such a revision in price in sealed cover within due date.

### **1.3 OPENING OF TENDERS**

- 1.3.1 Part-I(Techno-Commercial) of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice. While the Part-II(Price) will be opened at the second stage on the date and time as intimated after scrutiny of Part-I (Techno-Commercial).
- 1.3.2 While all the tenderes who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of Part-I(Techno-Commercial) of the tender on the due date and time indicated in the tender inquiry, the opening of the Part-II(Price) of the tender can be attended to only by such of those tenderers whose tenders are found to be technically suitable/acceptable to the Purchaser and to whom intimation thereof is given by the Purchaser by Fax/Telegram, Letters, etc.
- 1.3.3 The tenders whose Techno-Commercial Part (Part-I) are found suitable/acceptable to the Purchaser, will be given advance intimation by the Purchaser to enable such tenderers to depute their representative to participate in the opening of the Part-II (Price) of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening Part-II (Price) of the tender nor will they be permitted to participate in the opening of the same. Part-II (Price) of the technically disqualified tenderers will not be opened.

Note: 1. Part-I (Techno-Commercial) and Part-II (Price) should be submitted in separate sealed covers, super scribed with the Purchasers tender number and the Part number say Part-I (Techno-Commercial) or Part-II (Price).

- 2. **Both the Part envelopes will be sealed in a cover envelope super scribed with the tender number and ate and time of submission and opening of tender.**

**Tenders not submitted in the manner specified above will be summarily rejected.**